






Management Accountant

Position Description

Corporate Services
Adelaide

	<p>About ONRSR</p> <p>The Office of the National Rail Safety Regulator (ONRSR) plays an integral role in keeping Australians safe across the nation's vast and varied rail networks. Headquartered in Adelaide, and with offices around the country, ONRSR is an independent regulatory authority that encourages safe rail operations, enforces national compliance with the <i>Rail Safety National Law</i>, and promotes and improves rail safety throughout Australia.</p> <p>Our People</p> <p>At ONRSR we aim to enhance and promote rail safety nationally through effective risk-based regulation. To achieve that, we need people with the vision to contribute to the safety of Australia's railways – people who are professional, whose values align with ONRSR's values of independence, respect, integrity, diligence and excellence. People motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community.</p> <p>Our purpose</p> <p>Safe railways for Australia</p>
	<p>The Role – Your impact and contribution</p> <p>The Management Accountant plays a key role in undertaking and coordinating the provision of a range of responsive, timely, comprehensive and integrated financial management, accounting, reporting services to support management decision making and for ensuring ONRSR is operating within the Financial Management Framework.</p>
	<p>Key Relationships</p> <p>Reports to: Senior Manager, Finance</p> <p>Internal: Executive Director, Corporate Services and Senior Manager, People & Capability</p> <p>External: Operators and suppliers</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for financial best practice and your demonstrated experience in management accounting, you will:</p> <ul style="list-style-type: none"> • Lead the development, review and implementation of new capabilities in the financial information management systems and associated procedures. • Assist with maintaining overall stewardship in integrity of the General Ledger. • Develop and maintain effective systems to accurately analyse and process accrual system entries. • Responsible for the monitoring, analysis and forecasting of ONRSR's liquidity (cash-flow) position.

	<ul style="list-style-type: none"> • Responsible for the preparation of relevant reports for Director Operations, Executive Directors, Executive Team, Audit and Risk Committee and Board as required. • Preparation and presentation of relevant reports to Senior Managers and Project teams. • Responsible for the monitoring, analysis, forecasting and reporting of travel expenditure and credit card spend • Provide financial management and cost oversight for IT spend and IT & Data Strategy spend, including preparation of relevant reporting. • Responsible for the coordination of all month-end close processes (including General Ledger) and GL account reconciliations, including suspense account clearance, balance sheet analysis and accrual checklist validation. • Provide coordination of tasks, support and training to the other members of the Finance Team. • Project manage the preparation of annual financial statements for inclusion in annual reports, in accordance with Australian Accounting Standards and relevant legislation. • Assist in the preparation and maintenance of the ONRSR annual budget and individual project budgets. • Project manage the preparation of the annual Insurance renewal process. • Undertake effective and timely budget monitoring and reporting, variance analysis and financial forecasting. • Maintain and ensure compliance with the financial framework, accounting policies and processes with regards to mandatory Accounting & Audit accounting standards, ONRSR policies and statutory requirements. • Provide advice and high-level assistance to employees at all levels in the interpretation and management of GST and FBT obligations. • Responsible for the preparation and timely submission of the FBT return and other statutory returns for review. • Oversee the payroll function in the absence of the Senior Manager Finance.
	<p>What you Bring – Key Competencies</p> <p>Key to success in this role is that you have:</p> <ul style="list-style-type: none"> • Extensive (demonstrated) experience in preparation/construction of annual financial statements (including end to end coordination of the annual financial planning process and liaison with key stakeholders). • Extensive experience in month end/year end close procedures (detailed, end to end). • Demonstrated knowledge and application of Australian Accounting Standards (AASBs) and contemporary financial management practices and policies. • Demonstrated high level interpersonal, presentation and negotiation skills - candidates will be dealing with a cross section of stakeholders both internally and externally so need to be able to communicate effectively. • Demonstrated experience in coordinating and supporting a small team. • Project Management skills in the context of planning and organisation with the ability to manage tight, competing deadlines and adapt quickly to unfamiliar environments. • Extensive experience in the use of computerised accounting and information systems including financial analytical software, complex budget models, spreadsheets and databases. • Experience in development and monitoring of Business Unit and Project

budgets and expenses.

- Experience in accrual accounting, GST and FBT issues, included demonstrated experience in preparing FBT, BAS and other statutory returns.
- Experience in oversight of payroll function.
- Proven experience in the development, management and ongoing review of financial management and risk management frameworks and associated policies and procedures.

Helpful qualifications and experience

To succeed in this role you will need:

- At least 3 years' financial experience.
- Tertiary qualifications in accounting (or an equivalent business discipline).
- To be qualified as a Chartered Accountant or Certified Practising Accountant or working towards this.

It is also anticipated that we'll be implementing a new HRIS and finance system within the next 12 months and as such experience in systems implementation, finance process optimisation and a high level of familiarity with ERP systems such as Workday would be beneficial.

You must hold and maintain the right to work in Australia and be comfortable to undertake a criminal history check.

Your compliance

As a regulator, it is important that we are all on the same page when it comes to safety and risk management and everyone at ONRSR is responsible to actively supporting this aspect of our role to promote a positive and safe culture. ONRSR has a zero tolerance to the use of alcohol and non-prescription drugs for all workers while undertaking ONRSR work. This includes workers recalled to duty unexpectedly who should decline to work if doing so puts them in breach of the Drug and Alcohol Policy.

Other items of note

On occasions, this role will require you to work outside of normal business hours, on weekends and public holidays. There is a requirement to travel which may include short stays in ONRSR interstate offices. If you would like more information about how ONRSR regulates please read the [ONRSR Way 2020](#).

Privacy Notification

ONRSR requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy laws.

Our Commitment to you and your Commitment to ONRSR

ONRSR is genuinely committed to investing in the capability of its staff and is proud of its structured Regulatory Officer training program that will support Regulatory Officers in learning the *ONRSR Way* to rail safety compliance in a supportive



environment. Opportunities to learn key skills in both a classroom and infield setting are made available through the delivery of our training program and advancing your skills and knowledge in these areas is also available within this program. The success of this program also relies on your engagement and willingness to coach and mentor staff.

ONRSR expects its people to contribute to the efficient and effective functioning of the organisation to meet ONRSR and team strategic goals. This includes actively participating in the Performance Development and Review process; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.

I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability.

I understand that I may be required to perform other duties from time to time to fulfill the position requirements.